

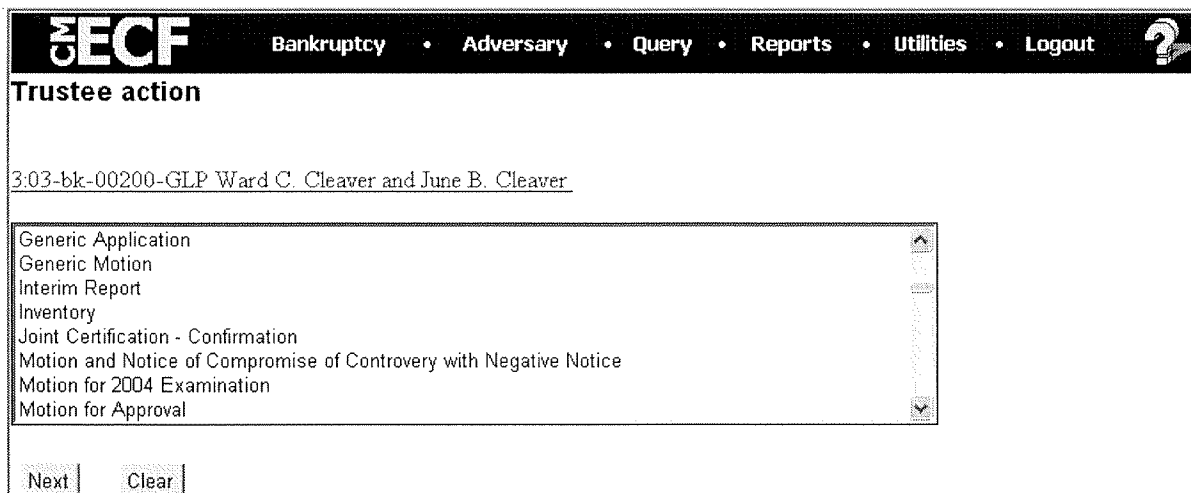
## Joint Certification

### This Event is used only by the Jacksonville Chapter 13 Trustee

This module demonstrates the steps a Chapter 13 trustee takes to file Joint Certifications in the CM/ECF system.

### Joint Certifications

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu.
- STEP 2** The **Bankruptcy Events** screen displays.
- ◆ Click the Trustee/USTrustee hypertext link.
- STEP 3** The **Case Number** screen displays.
- ◆ Type the complete case number (office code-yy-bk-nnnnn)
  - ◆ Click **[Next]** to continue.
- STEP 4** The **Event Type** screen displays.
- ◆ Use the down arrow ▼ to the right of the box to scroll through the event list to select the document to be filed. Click to highlight and select **Joint Certification - Confirmation**. (See Figure 1)



The screenshot shows the CM/ECF system interface. At the top is a navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a section titled "Trustee action" which contains a text field with the case number "3:03-bk-00200-GLP Ward C. Cleaver and June B. Cleaver". Below the text field is a list box containing the following options: Generic Application, Generic Motion, Interim Report, Inventory, Joint Certification - Confirmation, Motion and Notice of Compromise of Controversy with Negative Notice, Motion for 2004 Examination, and Motion for Approval. The "Joint Certification - Confirmation" option is highlighted. At the bottom of the list box are "Next" and "Clear" buttons.

Figure 1

- ◆ Click **[Next]** to continue.

**STEP 5** The **Select the Attorney** screen displays.

- ◆ Click **[Next]** to continue.

**STEP 6** The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer. Click to highlight and select the trustee.
- ◆ Click **[Next]** to continue.

**STEP 8** The **PDF Document Selection** screen displays.

- ◆ Enter date the document was filed (mandatory).
- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.

**Note:** View the image before selecting to be sure you have chosen correctly. Right click on the highlighted filename and click on **open**. View the image in Adobe Acrobat, then close when you have finished.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).

- ◆ Click **[Next]** to continue.

**STEP 9** The **Trustee Action** screen appears.

- ◆ Click **[Next]** to continue.

**STEP 10** The **Final Docket Text** screen displays.

- ◆ The final text box appears. **(See Figure 2)**
- ◆ Verify the accuracy of the Final Docket Text.
- ◆ Click **[Next]** to continue

The screenshot shows the ECF Trustee action interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below this, the page title is "Trustee action:" followed by the case number "3:03-bk-00200-GLP Ward C. Cleaver and June B. Cleaver". The main content area displays "Docket Text: Final Text" with a text box containing "Joint Certification, Case is Ready for Confirmation Filed by Trustee Mamie L. Davis. (Jackson, Diane)". Below the text box is a warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the form are two buttons: "Next" and "Clear".

Figure 2

**STEP 11** The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the warning message.
- ◆ If the Final Docket Text is correct:
  - ◆ Click **[Next]** to continue and submit entry.
- ◆ If the Final Docket Text is incorrect:
  - ◆ Click the browser **[Back]** button to find the errors and then proceed with the event.
  - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

**STEP 12** The **Notice of Electronic Filing** displays.

- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the Docket Report for this case.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ To print a copy of this Notice, click the browser **[Print]** button.
- ◆ To save a copy of this notice, click **File** on the browser menu bar and select **Save Frame as**.
- ◆ You may also save the notice through the browser **File/Save** option.

- ◆ This screen displays the participants who will and will not receive electronic notice of the filing.

#### **BATCH FILING - PAPER ENTRY**

- ◆ The joint certifications can be docketed to multiple cases at once using Batch Filings. Please refer to the Batch filings section of the manual for instruction.